

JOB ANNOUNCEMENT

POSITION: Reference Librarian
HIRING RANGE: 48-57 / \$18.50 - \$23.61
LOCATION: State Law Library, Matheson Courthouse, SLC
TYPE OF POSITION: Full-time with Benefits
CLOSING DATE: April 7, 2008 at 5:00 PM

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S. State St.
PO Box 140241
Salt Lake City, UT 84114
801-578-3890 (phone)
801-238-7814 (fax)

DUTIES: Under general guidance of the Director, performs professional-level assistance to library users with an emphasis in the areas of collection management, public service and reference. Typical duties include but are not limited to:

1. **Accounting:** Accepts payment and accounts for monies in accordance with court policies. Reconciles monthly expenditures and revenue against financial management system.
2. **Circulation:** Uses library's automated circulation system to check out materials to eligible borrowers within the guidelines of the circulation policy.
3. **Collection Management:** Manages relationships with library vendors including ordering new and replacement materials, canceling subscriptions, and resolving billing and subscription problems. Works with state entities and library vendors to manage acquisition and distribution of primary Utah legal materials to judges and court staff statewide.
4. **Document Delivery:** Fills requests for library materials following established policies.
5. **Equipment Maintenance:** Performs minor computer, photocopy and microform equipment maintenance and repair by cleaning, troubleshooting, changing toner, clearing paper jams, filling paper trays.
6. **Professional Development:** Participates in state, regional and national professional library associations and activities. Attends professional meetings and workshops. Limited institutional funding for travel is available. Monitors professional literature and electronic discussion groups related to library, access to justice, self-represented litigant and legal fields. Serves as law library representative on court committees as requested.
7. **Public Service:** Provides library tours. Creates and updates library brochures and research guides. Develops and teaches classes for judges, law clerks, court staff and the public on a variety of topics including legal research and court procedure. Writes occasional articles for the court newsletter, state bar journal and other publications. Promotes library services to all user groups, including judges, court staff, state government employees, attorneys, the public and public libraries.
8. **Reference:** Provides professional-level reference assistance to a wide range of library users using appropriate print and electronic resources.
9. **Other Duties as Assigned**

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REQUIRED QUALIFICATIONS: Master's degree in library science from an ALA-accredited institution

and some law library experience, or JD from an ABA-accredited institution and one year law library experience, or equivalent combination of education and work experience.

Must have a working knowledge of library systems and procedures, library reference and technical services functions, and considerable knowledge of legal reference materials and terminology. Requires a working knowledge of Lexis and/or Westlaw and automated library systems. Needs excellent customer service skills, the ability to apply principles and techniques of the work described, and have initiative, resourcefulness, judgment and tact.

Must also have basic accounting experience, ability to speak and write clearly and effectively, and have strong customer service skills. Must have the ability to multi-task effectively and be detail-oriented, have excellent problem-solving ability, ability to follow policies and procedures, and maintain a positive attitude. Strong computer skills and experience with word processing and spreadsheet software.

APPLICATION PROCEDURE: Applications must be accompanied by a resume. Applications may be obtained from the Department of Workforce Service, from our website at www.utcourts.gov or from the Administrative of the Courts, 450 S State, 3rd floor North, SLC.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.